



Appendix A
Indoor Air Quality Questionnaire and Checklist

Part I: Project Summary Description

A. Description of IAQ Issues:

Part II: Project Questionnaire (Appendix A continued)

A. Air Quality problem noted by:

Administrative Staff:	Yes_____	No_____	Date(s)_____
Teaching Staff:	Yes_____	No_____	Date(s)_____
Medical Staff:	Yes_____	No_____	Date(s)_____
Students:	Yes_____	No_____	Date(s)_____
Parents:	Yes_____	No_____	Date(s)_____
Visitors:	Yes_____	No_____	Date(s)_____

B. Has industrial hygiene indoor air quality testing been performed?(If yes, please attach)

Yes_____ No_____ Date(s)_____ Level_____

C. Has a building system functional analysis been prepared.

Yes_____ No_____ Date(s)_____ By Whom_____

D. Has a 5 year building needs assessment been performed? (If yes, please attach)

Yes_____ No_____ Date(s)_____ By Whom_____

E. The checklist found on page 3 is intended to assist in focusing on defining the problem. Please use additional space if necessary, making appropriate references to the checklist.

F. Does your School Administrative Unit use EPA Tools for Schools? Yes_____ No_____

G. If your School Administrative Unit would like an EPA Tools For Schools Kit please contact:

Environmental Protection Association (EPA)

Eugene Benoit

(617) 918-1639

benoit.Eugene@epa.gov

American Lung Association

Norman Anderson

122 State Street

Augusta ME 04330

Tel 622-6394

nanderson@mainelung.org

H. For additional information regarding completion of the Analysis and Checklist, please contact:

Bureau of General Services

Gene Kaler

State House Station #77

Augusta ME 04330

Tel: (207) 624-7349

gene.kaler@maine.gov

I. Please complete and sign the enclosed Facilities Analysis and Checklist.

Part III: Maine School Facilities Analysis Checklist (Appendix A Continued)

Parameter	Problem		Description
I. Health complaints (related to school)			
	YES	NO	
A. Allergies			
B. Asthma			
C. Sleepiness			
D. Headache			
E. High absenteeism			
F. Other			
II. Environmental air handling			
A. Heating			
B. Ventilation			
C. Temperature			
D. Humidity			
E. Outdoor air quality			
F. Other			
III. Structure			
A. Roof			
B. Basement			
C. Condensation			
D. Walls			
E. Other			
IV. Building use			
A. After hours			
B. Original vs use			
C. Sports areas			
D. Shops/labs			
E. Home economics/art			
F. other			
V. Conditions/contaminants			
A. Volatile organic compounds			
B. Radon			
C. Lead			
D. Asbestos			
E. CO2			
F. Pest Control			
G. Mold/mildew			
H. Dust			
I. Other			
<ul style="list-style-type: none"> Adapted from the EPA Tools for Schools 			
<hr/> Superintendent's Signature		<hr/> Date	